

# **Minutes**

## **June 21, 2007**

The Citizen's Ethics Advisory Board of the Office of State Ethics held its regular meeting on Thursday, June 21, 2007 at 2:30 p.m. in Conference Room 2-A, 2<sup>nd</sup> floor, 18-20 Trinity Street, Hartford, CT 06106.

The meeting was called to order by the Chairperson at 2:30 p.m.

The following members of the Citizen's Ethics Advisory Board were in attendance:

- Patricia T. Hendel, Chairperson
- Robert Worgaftik, Vice Chairperson (briefly, executive session, via cell phone)
- Jaclyn Bernstein, Board Member
- Rebecca Doty, Board Member
- Enid Oresman, Board Member
- Dennis Riley, Board Member
- Michael Rion, Board Member
- Sister Sally J. Tolles, Board Member

The following staff members of the Office of State Ethics were in attendance for portions of the meeting:

- Benjamin Bycel, Executive Director
- Christine V. Vieira, Office Assistant/Clerk
- Wendy Hasbrouck, Fiscal Administrative Officer
- Barbara Housen, General Counsel
- TJ Jones, Ethics Enforcement Officer
- Peter Lewandowski, Assistant General Counsel
- Brian O'Dowd, Assistant General Counsel
- Meredith Trimble, Education Director
- Mark Wasielewski, Assistant Ethics Enforcement Officer (in hall)

\*\*\*The Citizen's Ethics Advisory Board requests that all motions and votes taken be bolded and underlined.

\*\*\*Minutes are briefly summarized. Tapes are available to the public for the entirety of Board meetings.

Before the items on the agenda were discussed, Benjamin Bycel, Executive Director, read a statement to the Board concerning the issue of his driver's license and car registration. **A**

**retroactive vote was taken to add this item to the agenda. The motion was entertained by Chairperson, Patricia Hendel. The motion was moved by Board member Enid Oresman and seconded by Board member Michael Rion. All Board members were in favor of adding the item to the agenda.**

The following topics were discussed during the meeting (numbers do not correspond with agenda):

1. Benjamin Bycel, Executive Director, presented his Director's report for the Board. The following matters contained in the report were presented:

- a. **Staffing**

Janice Luise-Lutkus, Human Resources Specialist, had prepared a spreadsheet which details the steps in the process to hire our additional staff members. It is in your notebook.

- b. **Online Filing and IT**

Barbara Housen, General Counsel, gave a brief report on how the SFI addendum filing is progressing. She discussed some of the frequently asked questions and the written approval to move forward with the supplemental addendum as though it were public act.

- c. **Budget**

At this time, there is no debate on the approval of the OSE's budget. As noted, the OSE was able to return \$250,000.00 back to the state due to the efficient update of the online systems from the next two-year budget.

- d. **Education**

Meredith discussed the agency's contingency plan for education for the period that she is on maternity leave.

- e. **Legislative Update**

Peter Lewandowski, Assistant General Counsel, updated the Board on the progress and procedure of the emergency and technical regulations.

- f. **Legal Update**

Barbara Housen, General Counsel, updated the Board on the progress of the Legal Division.

2. Minutes for the May 24, 2007 meeting were presented to the Board for approval. **Chairperson Hendel entertained a motion for approval of the minutes. The motion was moved by Board member Dennis Riley and seconded by Board**

**member Jaclyn Bernstein. The vote was unanimously in favor with five (5) Board members in favor of approving the minutes and two (2) Board members abstaining.**

3. Minutes for the June 7, 2007 teleconference were presented to the Board for approval. **Chairperson Hendel entertained a motion for approval of the minutes. The motion was moved by Board member Bernstein and seconded Board member Enid Oresman. The vote was unanimously in favor with seven (7) Board members voting to approve the minutes with the amendment to add Board member Enid Oresman's name to the attendance list.**
4. **Chairperson Hendel entertained a motion to go into Executive Session to discuss the matter pertaining to evaluation of Executive Director pursuant to Conn. Gen. Stat. § 1-200 (6)(A). The motion was moved by Board member Bernstein and seconded by Board member Riley.**

The Board went into Executive Session at 3:05 p.m.

The Board came out of Executive Session at 4:20 p.m.

**Chairperson Hendel entertained a motion to adjourn the Board meeting. Board member Bernstein moved the motion and Board member Riley seconded the motion. All Board members were in favor.**

The Board meeting was adjourned at 4:20 p.m.

Respectfully submitted,

Christine V. Vieira, Office Assistant, OSE  
Clerk, Citizen's Ethics Advisory Board

Approved: \_\_\_\_\_